



*Embassy of the United States of America*

Panama, Republic of Panama  
June 23, 2015

Dear Prospective Offeror:

**SUBJECT:** Request for Quotation Number SPM070-15-Q-0036 to repair Facilities, Motor pool and DPO Offices in the Annex Building , Embassy Compound, Clayton.

The Embassy of the United States of America invites you to submit a quotation to repair Facilities, Motor pool and DPO Offices in the Annex Building , located in 783, Demetrio B. Lakas Ave., Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **10:00am on June 30,2015**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **3:00pm July 1, 2015**, and should be sent to Ms. Teresa Guardia by fax (507-317-5141) or by e-mail (Guardiatr@state.gov).

Your quotation may be submitted electronically via e-mail to: **Guardiatr@state.gov**, or you may submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is **9:00 a.m.** local time, on **July 15,2015** . No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart"
3. Business Management/Technical Proposal.
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to **Ladonna Sales**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Guardiatr@state.gov**. You may also call **317-5309**.

Sincerely,

Ladonna Sales  
Contracting Officer